

CAPPS Financials — User Group Meeting Minutes

Thursday, July 25, 2019

2–4:30 p.m.

Travis Building, Room 1-100

I. Welcome/Announcements (Tony Martin)

- Roll call was taken for conference call attendees.
- User group meeting materials will be posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- The Governance team is working on setting up the election process for new voting members for the fiscal 2020-21 biennium, which runs from Sept. 1, 2019, through Aug. 31, 2021.

II. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 07/25/19** document was reviewed.
 - In June, there were 673 active SRs with 224 in high-priority status. There were no critical SRs.
 - The trend showed 277 new SRs opened and 206 SRs were closed.
 - The number of SRs opened is higher for the months of January through May. This is due to an increase in requests relating to user preferences.
- **Governance Approved Enhancements**
 - The **CAPPS Financials Governance Approved SRs 07/25/2019** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SRs 6112 and 6784 are Reports module updates that include “ship to” instructions in the comment area, this SR is now in *Systems Test*.
 - SR 7995 is a Reports module update that adds a disruption icon and displays a chart field information tab. This SR is in *System Test*.
 - The following SRs were approved by the Steering Committee following their June 11 meeting. The Steering Committee vote was closed/final on July 3 and the support team began working on these SRs on July 8.
 - SR 11812 is a CAPPS voucher build to modify a custom PO field. This SR is *In Work*.
 - SR 12584 is an Interface module update that builds a systems code utility. This SR is *In Work*.
 - SRs 10788, 10789, 10790, & 10791 are Reports module updates that adds the ability to run pre-release reports by batch date. These SRs are now *In Work*.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 07/25/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 14172 is a General Ledger module update that adds new edits to the journey import program for a T-code and general ledger fix. This was approved by Fiscal Management and work began on June 22.
 - SR 14887 is an Accounts Payable module update for the USAS requisition number. This was approved by Fiscal Management and work began on June 22.

- SR 10765 is a Purchase Order module update that adds a header and extra fields to the Purchase Order page. This was approved by Fiscal Management and work began on June 22.
- SR 12268 is a Purchase Order module update that removes the “override schedule quantity” message, as it serves no purpose. This is in *System Test* status.
- SR 12297 is an Interfaces module update for the CAPPS to the VAT interface and sends received assets. This SR migrated to production on June 13 and is *Complete*.

III. Voting Item: SRs Submitted to Governance (Tony Martin)

- SR 14426 is a Cash Receipts module update that adds a batch total to the approval screen. CAPPS approval is recommended.
- SR 10064 is a Reporting Module update to add a field for “days available for PO sourcing” to the *Requisition to be Sourced* report. CAPPS approval is recommended.

IV. Production Updates: Fiscal Year-End Milestone (Lauren Denby)

- The *Fiscal Year 2019 USAS-CAPPS Milestones* PDF was shared.
- The *PYMNT_DUE_DT Chartfield Attributes Job Aid* PDF was shared.

V. Project Update: Financials Fiscal 2019 Deployment (Steve Schiurring)

- The *CAPPS Fiscal 2019 Financials Agency Deployment Project Dashboard 07/25/19* document was reviewed.
- The project is green and on track. There are 19 agencies scheduled to deploy on Sept. 3, 2019.
- Fourth quarter executive sponsor calls are completed and went well.
- Nyguel Sanders is the new project manager and is replacing Steve Schiurring, who is retiring at the beginning of August.
- Key items in the next 30 days:
 - Start production cutover and go-live activities. The bulk of the cutover activities begin from Aug. 9 through Aug. 11 and the soft go-live begins on Aug. 12.
 - Complete *Train the Trainer* sessions. These are scheduled to start in late July or early Aug.
 - Business objects is testing in UAT3 environment, which will switch back to UAT1 after deployments are complete.

VI. Upcoming Meeting

- Thursday, Aug. 22, 2019, in the Travis Building, Room 1-111.